



VETERANS AFFAIRS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VETERANS AFFAIRS, DEPARTMENT OF	RELEASE DATE:	Tuesday, September 1, 2015
POSITION TITLE:	Assistant Deputy Secretary for Financial Services Division	FINAL FILING DATE:	Monday, September 14, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	09012015_1

POSITION DESCRIPTION

Under the direction of the Deputy Secretary for Administration, the Assistant Deputy Secretary is responsible for the management and supervision of the Financial Services Division, which includes staff assigned to Budgets, Accounting, Auditing, Revenue, Cost and Research Analysis. Each of these functions is managed by subordinate staff and is responsible and accountable for providing support to CalVet programs.

- Serves as a member of the Agency's executive management team. Exercises full management and supervisory responsibility in charge of financial services with responsibility for policy formulation and implementation. Works closely with all Agency and field management staff in making agency wide decisions and implementing the goals and objectives of the Agency's Strategic Plan.
- Provides the full range of management and supervision of subordinate supervisors and staff assigned to fiscal operations, accounting, budgets, cost analysis and research analysis. Reviews and provides recommendations on proposed budget change proposals, budget revisions, augmentations, deficiency requests, budget allotments, expenditure controls, data research projects and program execution. Provides reimbursement projections relative to each Veteran Home. Advises executive management on shortfalls and projected deficiencies. Coordinates efforts with other programs within the Agency. Presents analytical and financial data to Leadership to support fiscal responsibility for CalVet.
- Represents the Agency and Secretary at legislative hearings, meetings with the Legislative Analyst, Department of Finance, and other appropriate agencies with regard to the Agency's budget, accounting and reimbursements.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Extensive knowledge of financial management issues involving fiscal policies on statewide issues and across multiple programs.
2. Broad and extensive experience relative to fiscal operations, budgeting, cost analysis, research analysis, accounting, and all other programs relative to financial services.
3. Working knowledge of the legislative processes, specifically those that pertain to fiscal matters impacting state operations.
4. Broad understanding of the mission and financial services of the Agency.
5. Demonstrated ability to advise, consult, and work cooperatively with the Governor's Office, executive management, departmental staff, as well as legislators, and other public and private agencies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Deputy Secretary for Financial Services Division**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

All interested applicants should submit their application, resume and Statement of Qualifications by

the Final Filing Date: September 14, 2015.

Interested applicants must submit:

- A completed standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and address of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin.
- You must provide specific examples for each Desirable Qualification factor.
- The Statement of Qualifications should not exceed two pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specified examples for each Desirable Qualification factor may be given a disqualifying score.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VETERANS AFFAIRS, DEPARTMENT OF, Human Resources Division
1227 O Street, Room 404, Sacramento, CA 95814
Joanna Doller | 916-651-7799 | joanna.doller@calvet.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)